BILL NO. S-91-03-20

SPECIAL ORDINANCE NO. S-77-91

AN ORDINANCE approving the awarding of Reference #5000 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and **PENCE-DICKENS & HEETER, INC. (SHREX)** for the Office Services Department.

NOW, THEREFORE, BE IT ORDAINED BY THE COMMON COUNCIL OF THE CITY OF FORT WAYNE, INDIANA;

SECTION 1. That Reference #5000 between the City of Fort Wayne, by and through its Department of Purchasing and **PENCE-DICKENS & HEETER, INC. (SHREX)** for the Office Services Department, respectfully for:

> **the purchase of office supplies for the City of Fort Wayne through the Office Services Department;**

involving a total cost of Fifty-Four Thousand Six Hundred Eighty and 83/100 Dollars ($54,680.83), all as more particularly set forth in said Reference #5000 which is on file in the Office of the Department of Purchasing, and is by reference incorporated herein, made a part hereof, and is hereby in all things ratified, confirmed and approved.

SECTION 2. That this Ordinance shall be in full force and effect from and after its passage and any and all necessary approval by the Mayor.

Paul M. Burns
Councilmember

APPROVED AS TO FORM
AND LEGALITY

J. T. D McCaul
J. Timothy McCaulay, City Attorney

REF. NO.:	5000
DEPT.:	OFFICE SERVICES
DATE:	3/8/91
ITEM/SERV.:	OFFICE SUPPLIES

PURCHASING INFORMATION

ADVERTISED BID:	YES
DATES ADVERTISED:	2/1/91 & 2/8/91
OPENING DATE:	2/21/91
WRITTEN QUOTE:	
DUE DATE:	
VERBAL QUOTE:	
SINGLE SOURCE:	
NO. OF VENDORS NOTIFIED:	30
NO. OF VENDORS RECEIVING BID:	8
NO. OF VENDORS RETURNING BID:	5
NO. OF VENDORS DISQUALIFIED:	1
NO. OF VENDORS NOT RESPONDING:	25
DATE SENT TO DEPT FOR RECOMM.:	2/21/91
DATE RECOMMENDATION REC'D IN PURCH:	3/4/91

COUNCIL INFORMATION	DATES SENT	EXTENSION DATES
DATE INFO SENT TO LAW DEPT.:	3/8/91	
INTRODUCTION DATE:	3/12/91	
DISCUSSION DATE:	3/19/91	
PASSAGE DATE:	3/26/91	
ORDINANCE NO.:		

REFERENCE NO. 5000
OFFICE SUPPLIES
OFFICE SERVICES
2/21/91

ITEM	QTY	UNIT	O'REILLY'S OFFICE		MID CITY OFFICE		PDH (SHREX)		JORDAN	OFFICE EQUIP
1	25	EA	$13.24	$331.00	N/B	$0.00	$11.98	$299.50	NO BID	*
2	1,000	EA	$0.28	$280.00	$0.0397	$39.70	$0.23	$225.00		
3	100	EA	$0.70	$70.00	$0.49	$49.00	$0.40	$40.00		
4	60	RL	$1.37	$82.20	N/B	$0.00	$0.87	$52.20		
5	48	RL	$0.76	$36.64	N/B	$0.00	$0.47	$22.56		
6	96	EA	$0.35	$33.60	N/B	$0.00	$0.29	$27.84		
7	24	EA	$0.60	$14.40	N/B	$0.00	$0.57	$13.68		
8	3	EA	$10.28	$30.84	N/B	$0.00	$9.55	$28.65		
9	12	EA	$4.60	$55.20	N/B	$0.00	$3.83	$45.96		
10	6	EA	$2.65	$15.90	N/B	$0.00	$2.55	$15.30		
11	24	CN	$5.76	$138.24	N/B	$0.00	$4.67	$112.08		
12	48	EA	$1.65	$79.20	N/B	$0.00	$1.44	$69.12		
13	48	EA	$1.34	$64.32	N/B	$0.00	$0.93	$44.64		
14	100	EA	$1.70	$170.00	N/B	$0.00	$1.25	$125.00		
15	100	EA	$1.70	$170.00	N/B	$0.00	$1.46	$146.00		
16	24	EA	NO BID	$0.00	N/B	$0.00	$1.58	$37.92		
17	30	EA	$2.12	$63.60	N/B	$0.00	$1.78	$53.40		
18	200	EA	$1.99	$398.00	N/B	$0.00	$1.68	$336.00		
19	200	EA	$1.20	$240.00	N/B	$0.00	$1.00	$200.00		
20	50	EA	$2.55	$127.50	N/B	$0.00	$4.45	$222.50		
21	50	EA	$2.55	$127.50	N/B	$0.00	$1.99	$99.50		
22	50	EA	$4.25	$212.50	N/B	$0.00	$7.44	$372.00		
23	50	EA	$4.25	$212.50	N/B	$0.00	$7.44	$372.00		
24	50	EA	$7.60	$380.00	N/B	$0.00	$6.68	$334.00		
25	100	EA	$3.95	$395.00	N/B	$0.00	$3.50	$350.00		
26	48	EA	$1.75	$84.00	N/B	$0.00	$1.70	$81.60		
27	12	EA	$17.85	$214.20	N/B	$0.00	$13.25	$159.00		
28	500	EA	$1.75	$875.00	N/B	$0.00	$1.70	$850.00		
29	300	EA	$1.75	$525.00	N/B	$0.00	$1.70	$510.00		
30	12	EA	$1.28	$15.30	N/B	$0.00	$0.40	$4.80		
31	12	EA	$2.48	$29.70	N/B	$0.00	$1.68	$20.10		
32	2	BX	$8.69	$17.38	$6.86	$13.72	$7.52	$15.04		
33	2	BX	$9.50	$19.00	$7.74	$15.48	$7.98	$15.96		
34	2	BX	$8.49	$16.98	N/B	$0.00	$7.13	$14.26		
35	2	BX	$9.08	$18.16	N/B	$0.00	$7.60	$15.20		
36	8	EA	$3.95	$31.60	N/B	$0.00	$3.47	$27.76		
37	5	EA	$5.55	$27.75	N/B	$0.00	$4.55	$22.75		
38	5	EA	$8.90	$44.50	N/B	$0.00	$9.75	$48.75		
39	5	EA	$5.60	$28.00	N/B	$0.00	$5.98	$29.90		
40	5	EA	$6.80	$34.00	N/B	$0.00	$7.57	$37.85		
41	3	EA	$6.50	$19.50	N/B	$0.00	$7.49	$22.47		
42	5	EA	$11.95	$59.75	N/B	$0.00	$13.14	$65.70		
43	24	PKG	$2.25	$54.00	N/B	$0.00	$1.97	$47.28		
44	12	PKG	$0.85	$10.20	N/B	$0.00	$0.73	$8.76		
45	12	PKG	$1.30	$15.60	N/B	$0.00	$1.06	$12.72		
46	12	PKG	$3.30	$39.60	N/B	$0.00	$2.85	$34.20		
47	12	PKG	$1.15	$13.80	N/B	$0.00	$0.98	$11.76		
48	24	PKG	$1.40	$33.60	N/B	$0.00	$1.18	$28.32		

49	10	PKG	$5.10	$51.00	N/B	$0.00	$4.36	$43.60
50	10	PKG	$1.75	$17.50	N/B	$0.00	$1.44	$14.40
51	10	EA	$3.95	$39.50	N/B	$0.00	$3.37	$33.70
52	2,000	EA	$0.01	$14.00	N/B	$0.00	$0.01	$12.00
53	1,000	EA	$0.01	$8.90	N/B	$0.00	$0.01	$8.00
54	10,000	EA	$0.00	$35.00	N/B	$0.00	$0.00	$26.90
55	8,000	EA	$0.01	$48.00	N/B	$0.00	$0.00	$33.36
56	5,000	EA	$0.01	$47.50	N/B	$0.00	$0.01	$39.00
57	300	EA	$1.38	$414.00	$1.14	$342.00	$1.16	$348.00
58	300	EA	$1.69	$507.00	$2.52	$756.00	$1.39	$417.00
59	200	EA	$3.56	$712.00	$1.82	$364.00	$2.92	$584.00
60	5	EA	$0.35	$1.75	N/B	$0.00	$0.35	$1.75
61	5	EA	$0.83	$4.15	N/B	$0.00	$0.98	$4.90
62	4	DZ	$4.25	$17.00	N/B	$0.00	$3.45	$13.80
63	24	EA	$1.05	$25.20	N/B	$0.00	$0.75	$18.00
64	120	EA	$1.08	$129.60	N/B	$0.00	$0.77	$92.40
65	60	EA	$1.16	$69.60	N/B	$0.00	$0.80	$48.00
66	24	PKG	$10.10	$242.40	N/B	$0.00	$8.85	$212.40
67	12	EA	$5.10	$61.20	N/B	$0.00	$4.40	$52.80
68	12	EA	$21.00	$252.00	N/B	$0.00	$18.10	$217.20
69	5	GR	$119.52	$597.60	$142.44	$712.20	$103.68	$518.40
70	3	GR	$128.16	$384.48	$151.92	$455.76	$107.28	$321.84
71	1	GR	$128.16	$128.16	$195.84	$195.84	$107.28	$107.28
72	1	GR	$128.16	$128.16	$142.44	$142.44	$107.28	$107.28
73	2	DZ	$5.88	$11.76	$7.80	$15.60	$8.94	$17.88
74	12	RL	$0.80	$9.60	$5.24	$62.88	$0.70	$8.40
75	12	EA	$2.27	$27.24	N/B	$0.00	$1.40	$16.80
76	12	EA	$2.40	$28.80	N/B	$0.00	$1.73	$20.76
77	60	CN	$2.08	$124.80	N/B	$0.00	$1.80	$108.00
78	12	EA	$3.00	$36.00	N/B	$0.00	$2.56	$30.72
79	24	EA	$3.00	$72.00	N/B	$0.00	$2.55	$61.20
80	12	EA	$2.16	$25.92	N/B	$0.00	$1.77	$21.24
81	12	EA	$3.40	$40.80	N/B	$0.00	$4.49	$53.88
82	36	EA	$14.20	$511.20	N/B	$0.00	$12.50	$450.00
83	50	EA	$6.19	$309.50	N/B	$0.00	$5.43	$271.50
84	100	EA	$1.25	$125.00	N/B	$0.00	$1.10	$110.00
85	60	EA	$7.49	$449.40	N/B	$0.00	$6.47	$388.20
86	50	EA	$0.40	$20.00	N/B	$0.00	$0.33	$16.50
87	2	M	$43.80	$87.60	N/B	$0.00	$33.00	$66.00
88	1	M	$43.00	$43.00	N/B	$0.00	$38.00	$38.00
89	4	M	$61.00	$244.00	N/B	$0.00	$44.00	$176.00
90	1	M	$83.36	$83.36	N/B	$0.00	$68.00	$68.00
91	1	M	$92.40	$92.40	N/B	$0.00	$79.00	$79.00
92	2	M	$33.98	$67.96	N/B	$0.00	$26.00	$52.00
93	2	M	NO BID	$0.00	N/B	$0.00	$44.00	$88.00
94	2	M	NO BID	$0.00	N/B	$0.00	$7.00	$14.00
95	10	M	$50.84	$508.40	N/B	$0.00	$40.00	$400.00
96	24	EA	$0.29	$6.96	N/B	$0.00	$0.22	$5.28
97	24	EA	$0.36	$8.64	N/B	$0.00	$0.27	$6.48
98	24	EA	$0.36	$8.64	N/B	$0.00	$0.28	$6.72
99	2	GR	$5.08	$10.16	N/B	$0.00	$3.60	$7.20
100	60	EA	$1.19	$71.40	N/B	$0.00	$1.04	$62.40
101	100	EA	$1.38	$138.00	N/B	$0.00	$1.15	$115.00
102	60	EA	$1.31	$78.60	N/B	$0.00	$1.10	$66.00
103	500	EA	$0.40	$200.00	N/B	$0.00	$0.35	$175.00
104	250	EA	$0.46	$115.00	N/B	$0.00	$0.40	$100.00

105	2,000	EA	$0.16	$320.00	N/B	$0.00	$0.15	$290.00
106	2,000	EA	$0.20	$400.00	N/B	$0.00	$0.19	$370.00
107	40,000	EA	$0.06	$2,400.00	N/B	$0.00	$0.05	$2,040.00
108	20,000	EA	$0.07	$1,400.00	N/B	$0.00	$0.06	$1,240.00
109	36	EA	$1.20	$43.20	N/B	$0.00	$0.96	$34.56
110	60	EA	$1.27	$76.20	N/B	$0.00	$1.03	$61.80
111	12	BX	$10.89	$130.68	N/B	$0.00	$9.55	$114.60
112	12	BX	$12.53	$150.36	N/B	$0.00	$10.93	$131.16
113	20	BX	$5.91	$118.20	N/B	$0.00	$5.51	$110.20
114	20	BX	$8.64	$172.80	N/B	$0.00	$6.60	$132.00
115	1,000	EA	$0.55	$550.00	N/B	$0.00	$0.51	$510.00
116	1,000	EA	$0.66	$660.00	N/B	$0.00	$0.60	$600.00
117	1,500	EA	$0.65	$975.00	N/B	$0.00	$0.59	$885.00
118	1,000	EA	$0.74	$740.00	N/B	$0.00	$0.68	$680.00
119	1,500	EA	$0.76	$1,140.00	N/B	$0.00	$0.69	$1,035.00
120	1,000	EA	$0.88	$880.00	N/B	$0.00	$0.79	$790.00
121	24	EA	$8.10	$194.40	N/B	$0.00	$7.07	$169.68
122	48	EA	$6.08	$291.84	N/B	$0.00	$5.25	$252.00
123	36	EA	$0.06	$2.16	N/B	$0.00	$0.06	$2.16
124	48	EA	$0.62	$29.76	N/B	$0.00	$0.69	$33.12
125	24	BX	$0.60	$14.40	N/B	$0.00	$0.49	$11.76
126	24	SET	$3.39	$81.36	N/B	$0.00	$3.66	$87.84
127	24	PKG	$4.43	$106.32	N/B	$0.00	$2.70	$64.80
128	600	PKG	$0.35	$210.00	N/B	$0.00	$0.31	$186.00
129	48	PKG	$1.88	$90.24	N/B	$0.00	$1.36	$65.28
130	400	PKG	$5.60	$2,240.00	N/B	$0.00	$5.12	$2,048.00
131	200	PKG	$5.20	$1,040.00	N/B	$0.00	$4.58	$916.00
132	600	PKG	$1.25	$750.00	N/B	$0.00	$1.15	$690.00
133	200	BX	$10.00	$2,000.00	N/B	$0.00	$7.98	$1,596.00
134	50	BX	$19.60	$980.00	N/B	$0.00	$17.13	$856.50
135	100	PKG	$1.98	$198.00	N/B	$0.00	$1.54	$154.00
136	12	BX	$10.10	$121.20	N/B	$0.00	$8.80	$105.60
137	24	EA	$0.38	$9.12	N/B	$0.00	$0.53	$12.72
138	48	BX	$0.59	$28.32	N/B	$0.00	$1.69	$81.12
139	48	EA	$1.95	$93.60	N/B	$0.00	$1.58	$75.84
140	48	EA	$2.40	$115.20	N/B	$0.00	$1.98	$95.04
141	48	EA	$4.75	$228.00	N/B	$0.00	$3.59	$172.32
142	72	EA	$4.00	$288.00	N/B	$0.00	$2.89	$208.08
143	5	C	$2.20	$11.00	N/B	$0.00	$1.98	$9.90
144	5	C	$3.15	$15.75	N/B	$0.00	$2.55	$12.75
145	10	C	$2.89	$28.90	N/B	$0.00	$2.54	$25.40
146	5	C	$7.00	$35.00	N/B	$0.00	$2.60	$13.00
147	48	DZ	$0.35	$16.80	N/B	$0.00	$0.30	$14.40
148	72	DZ	$0.75	$54.00	N/B	$0.00	$0.63	$45.36
149	72	DZ	$2.20	$158.40	N/B	$0.00	$1.86	$133.92
150	12	DZ	$0.33	$3.96	N/B	$0.00	$0.29	$3.48
151	12	DZ	$0.13	$1.58	N/B	$0.00	$0.12	$1.44
152	36	EA	$0.56	$20.16	N/B	$0.00	$0.55	$19.80
153	100	M	$1.10	$110.00	N/B	$0.00	$0.85	$85.00
154	50	M	$3.30	$165.00	N/B	$0.00	$2.63	$131.50
155	10	BX	$9.54	$95.40	N/B	$0.00	$11.16	$111.60
156	10	BX	$8.28	$82.80	N/B	$0.00	$10.08	$100.80
157	50	BX	$1.97	$98.50	N/B	$0.00	$1.75	$87.50
158	36	EA	$0.77	$27.72	N/B	$0.00	$0.60	$21.60
159	20	EA	$7.75	$155.00	N/B	$0.00	$4.20	$84.00
160	12	EA	$0.93	$11.16	N/B	$0.00	$0.82	$9.84

161	10	GR	$32.40	$324.00	N/B	$0.00	$27.36	$273.60
162	20	GR	$66.60	$1,332.00	N/B	$0.00	$56.88	$1,137.60
163	25	GR	$55.68	$1,392.00	N/B	$0.00	$47.52	$1,188.00
164	2	DZ	$6.48	$12.96	N/B	$0.00	$5.16	$10.32
165	1	GR	$34.20	$34.20	N/B	$0.00	$31.68	$31.68
166	1	GR	$324.00	$324.00	N/B	$0.00	$266.40	$266.40
167	1	GR	$252.00	$252.00	N/B	$0.00	$257.76	$257.76
168	40	GR	$6.60	$264.00	N/B	$0.00	$5.52	$220.80
169	72	TUBE	$0.36	$25.92	N/B	$0.00	$0.43	$30.96
170	72	TUBE	$0.49	$35.28	N/B	$0.00	$0.52	$37.44
171	160	TUBE	$0.36	$57.60	N/B	$0.00	$0.43	$68.80
172	24	EA	$4.10	$98.40	N/B	$0.00	$1.19	$28.56
173	12	EA	$9.20	$110.40	N/B	$0.00	$8.29	$99.48
174	12	EA	$21.95	$263.40	N/B	$0.00	$19.12	$229.44
175	12	EA	$10.75	$129.00	N/B	$0.00	$11.35	$136.20
176	10	GR	$36.00	$360.00	N/B	$0.00	$32.40	$324.00
177	10	GR	$36.00	$360.00	N/B	$0.00	$32.40	$324.00
178	6	GR	$69.12	$414.72	N/B	$0.00	$62.64	$375.84
179	3	GR	$69.12	$207.36	N/B	$0.00	$62.64	$187.92
180	20	GR	$10.80	$216.00	N/B	$0.00	$9.84	$196.80
181	40	GR	$10.80	$432.00	N/B	$0.00	$9.84	$393.60
182	1	GR	$113.76	$113.76	N/B	$0.00	$97.92	$97.92
183	1	GR	$95.04	$95.04	N/B	$0.00	$82.80	$82.80
184	10	GR	$46.08	$460.80	N/B	$0.00	$34.56	$345.60
185	20	GR	$44.64	$892.80	N/B	$0.00	$29.52	$590.40
186	4	GR	$13.80	$55.20	N/B	$0.00	$9.96	$39.84
187	4	GR	$13.80	$55.20	N/B	$0.00	$9.96	$39.84
188	10	GR	$72.00	$720.00	N/B	$0.00	$80.64	$806.40
189	5	GR	$50.40	$252.00	N/B	$0.00	$52.56	$262.80
190	24	EA	$2.00	$48.00	N/B	$0.00	$1.65	$39.60
200	24	EA	$3.65	$87.60	N/B	$0.00	$3.08	$73.92
201	6	GR	$57.60	$345.60	N/B	$0.00	$35.28	$211.68
202	3	GR	$80.64	$241.92	N/B	$0.00	$70.56	$211.68
203	6	GR	$21.00	$126.00	N/B	$0.00	$32.40	$194.40
204	10	GR	$63.36	$633.60	N/B	$0.00	$55.44	$554.40
205	36	GR	$50.40	$1,814.40	N/B	$0.00	$72.00	$2,592.00
206	10	GR	$63.36	$633.60	N/B	$0.00	$105.84	$1,058.40
207	100	SHT	$0.83	$83.00	N/B	$0.00	$0.32	$32.00
208	48	BX	$0.92	$44.16	N/B	$0.00	$0.59	$28.32
209	48	EA	$4.35	$208.80	N/B	$0.00	$3.90	$187.20
210	24	EA	$10.66	$255.84	N/B	$0.00	$12.18	$292.32
211	10	EA	$8.10	$81.00	N/B	$0.00	$6.75	$67.50
212	24	BX	$2.99	$71.76	N/B	$0.00	$2.60	$62.40
213	1,000	EA	$0.24	$240.00	N/B	$0.00	$0.21	$210.00
214	1,000	EA	$0.33	$330.00	N/B	$0.00	$0.29	$290.00
215	1,000	EA	$0.20	$200.00	N/B	$0.00	$0.18	$175.00
216	200	EA	$0.16	$32.00	N/B	$0.00	$0.15	$30.00
217	50	EA	$0.16	$8.00	N/B	$0.00	$0.15	$7.50
218	50	EA	$1.14	$57.00	N/B	$0.00	$0.98	$49.00
219	450	EA	$0.94	$423.00	N/B	$0.00	$0.72	$324.00
220	100	EA	$1.31	$131.00	N/B	$0.00	$1.25	$125.00
221	20	EA	$19.56	$391.20	N/B	$0.00	$17.98	$359.60
222	12	EA	$10.28	$123.36	N/B	$0.00	$8.98	$107.76
223	12	EA	$11.54	$138.48	N/B	$0.00	$10.10	$121.20
224	20	BX	$1.91	$38.20	N/B	$0.00	$1.36	$27.20
225	30	BX	$0.54	$16.20	N/B	$0.00	$0.38	$11.40

226	48	EA	$0.53	$25.44	N/B	$0.00	$0.46	$22.08
227	48	EA	$0.65	$31.20	N/B	$0.00	$0.62	$29.76
228	48	EA	$0.80	$38.40	N/B	$0.00	$0.70	$33.60
229	24	EA	$4.00	$96.00	N/B	$0.00	$3.15	$75.60
230	24	EA	$3.14	$75.36	N/B	$0.00	$2.55	$61.20
231	100	EA	$1.35	$135.00	N/B	$0.00	$2.33	$233.00
232	2,000	EA	$0.06	$128.40	N/B	$0.00	$0.06	$112.00
233	12	EA	$1.05	$12.60	N/B	$0.00	$1.15	$13.80
234	48	EA	$1.11	$53.28	N/B	$0.00	$0.97	$46.56
235	48	EA	$0.79	$37.92	N/B	$0.00	$1.00	$48.00
236	12	EA	$1.34	$16.08	N/B	$0.00	$1.56	$18.72
237	148	EA	$0.35	$51.80	N/B	$0.00	$0.27	$39.96
238	12	EA	$11.75	$141.00	N/B	$0.00	$13.90	$166.80
239	100	EA	$3.80	$380.00	N/B	$0.00	$3.15	$315.00
240	300	BX	$0.54	$162.00	N/B	$0.00	$0.45	$135.00
241	60	BX	$1.75	$105.00	N/B	$0.00	$1.73	$103.80
242	12	GR	$77.76	$933.12	N/B	$0.00	$61.92	$743.04
243	2	GR	$561.60	$1,123.20	N/B	$0.00	$495.36	$990.72
244	2	GR	$626.40	$1,252.80	N/B	$0.00	$552.96	$1,105.92
245	48	EA	$4.85	$232.80	N/B	$0.00	$4.18	$200.64
246	36	BX	$0.92	$33.12	N/B	$0.00	$0.80	$28.80
247	36	BX	$0.92	$33.12	N/B	$0.00	$0.80	$28.80
248	48	RL	$3.36	$161.28	N/B	$0.00	$3.35	$160.80
249	72	RL	$6.79	$488.88	N/B	$0.00	$6.70	$482.40
250	72	RL	$3.14	$226.08	N/B	$0.00	$2.66	$191.52
251	72	RL	$2.55	$183.60	N/B	$0.00	$2.18	$156.96
252	72	RL	$2.98	$214.56	N/B	$0.00	$2.44	$175.68
253	200	RL	$1.18	$236.00	N/B	$0.00	$0.98	$196.00
254	72	RL	$2.70	$194.40	N/B	$0.00	$2.27	$163.44
255	600	RL	$1.55	$930.00	N/B	$0.00	$1.30	$780.00
256	48	RL	$4.08	$195.84	N/B	$0.00	$3.26	$156.48
257	1	RL	$28.54	$28.54	N/B	$0.00	$30.00	$30.00
258	24	PKG	$0.63	$15.12	N/B	$0.00	$0.48	$11.52
259	48	PKG	$0.99	$47.52	N/B	$0.00	$0.48	$23.04
260	24	PKG	$0.79	$18.96	N/B	$0.00	$0.48	$11.52
261	6	EA	$11.85	$71.10	N/B	$0.00	$0.92	$5.52
262	8	EA	$4.64	$37.12	N/B	$0.00	$3.84	$30.72
263	48	EA	$0.39	$18.72	N/B	$0.00	$0.33	$15.84
264	96	EA	$0.39	$37.44	N/B	$0.00	$0.33	$31.68
265	200	BK	$3.10	$620.00	N/B	$0.00	$2.65	$530.00
266	20	GR	$16.20	$324.00	N/B	$0.00	$13.68	$273.60
267	300	EA	$3.10	$930.00	N/B	$0.00	$3.40	$1,020.00
268	48	BX	$0.40	$19.20	N/B	$0.00	$0.34	$16.32
269	72	EA	$1.69	$121.68	N/B	$0.00	$1.48	$106.56
270	24	EA	$2.15	$51.60	N/B	$0.00	$1.65	$39.60
271	36	EA	$2.55	$91.80	N/B	$0.00	$1.83	$65.88
TTLS:				$60,260.93		$3,164.62		$54,680.83

*NON-COLLUSION AFFIDAVIT NOT INCLUDED

FRONT PAGE/INVITATION TO BID
DEPARTMENT OF PURCHASING
CITY OF FORT WAYNE, ALLEN COUNTY, INDIANA
ONE MAIN STREET - ROOM 350
PHONE 219-427-1101

BID OPENING DATE 2-21-91 @ 11:00 AM BID REFERENCE # 5000

SEALED BIDS SHOULD BE DELIVERED TO DEPARTMENT OF PURCHASING, ROOM 350, CITY-COUNTY BUILDING UP TO 11:00 A.M. ON OR BEFORE OPENING DATE.

SEALED BIDS WILL BE OPENED PUBLICLY AT 11:01 A.M. IN THE BOARD OF WORKS & SAFETY CONFERENCE ROOM ON THE THIRD FLOOR OF THE CITY-COUNTY BUILDING. "NO LATE BIDS WILL BE ACCEPTED AFTER 11:00 A.M. FOR ANY REASON WHATSOEVER".

THIS INVITATION FOR BID IS FOR OFFICE SUPPLIES FOR THE YEAR 1991 PER SPECIFICATIONS

AND REQUESTED BY OFFICE SERVICES DEPT

THIS BID REQUIRES A XXXX $1000.00 BID BOND, CERTIFIED OR CASHIER'S CHECK OF ALL BIDDERS.

THIS BID REQUIRES A _____ 100% PERFORMANCE BOND OF SUCCESSFUL BIDDER(S).

PROMPT PAYMENT DISCOUNTS WILL BE ALLOWED AS FOLLOWS: _____% IF PAID WITHIN _____ DAYS.

THIS INVITATION IS ISSUED TO ESTABLISH A CONTRACT TO SUPPLY THE CITY OF FORT WAYNE WITH A COMMODITY OR SERVICE IN ACCORDANCE WITH ACCOMPANYING SPECIFICATIONS.

THE EXECUTION HEREOF BY THE BIDDER IS ACCEPTANCE OF ALL TERMS AND CONDITIONS HEREIN AND IN THAT REGARD THE BIDDER AGREES TO BE BOUND BY SAME AND BE BOUND TO THE AMOUNT OF HIS/HER BID FOR A PERIOD OF NINETY (90) DAYS.

FIRM NAME Pence-Dickens & Heeter, Inc.

STREET ADDRESS 1906 East McKinley Highway

CITY Mishawaka PHONE # 219-426-3315

BY Robert F Walker
REPRESENTATIVE SIGNATURE

LINE	QUANTITY	ITEM	UNIT PRICE
104	250 ea.	FILE FOLDERS - HANGING - BOX BOTTOM - PENDAFLEX F2-4153 X2 *sold in boxes of 25	.40 ea*
105	2000 ea.	FILE FOLDERS - HANGING - UNIVERSAL F14115 *sold in boxes of 25	.145 ea*
106	2000 ea.	FILE FOLDERS - HANGING - UNIVERSAL F14215 *sold in boxes of 25	.185 ea*
107	40000 ea.	FILE FOLDERS - TWO-PLI TOP FOLDERS-11PT - SMEAD F1-2-150L, 153L, 155L	.051 ea
108	20000 ea.	FILE FOLDERS - TWO-PLI TOP FOLDERS-11PT - SMEAD F1-2-150C, 153C, 155C	.062 ea
109	36 ea.	FILE FRAMES FOR 8 1/2 X 11 FILE CABINETS	.96 ea
110	60 ea.	FILE FRAMES FOR 8 1/2 X 14 FILE CABINETS	1.03 ea
111	12 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 11 - METAL TAB W/O EYELET - SMEAD S1151-25	9.55 st
112	12 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 14 - METAL TAB W/O EYELET - SMEAD S2151-25	10.93 st
113	20 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 11 - ALPHA - VINYL TAB - OXFORD G7-PN925	5.51 st
114	20 bxs.	FILE GUIDES - PRESSBOARD - 8 1/2 X 14 - ALPHA - VINYL TAB - OXFORD G7-PN1025	6.60 st
115	1000 ea.	FILE POCKETS - 1 3/4" EXPANSION - 8 1/2 X 11 - WILSON JONES #62	.51 ea
116	1000 ea.	FILE POCKETS - 1 3/4" EXPANSION - 8 1/2 X 14 - WILSON JONES #72	.60 ea
117	1500 ea.	FILE POCKETS - 3 1/2" EXPANSION - 8 1/2 X 11 - WILSON JONES #64	.59 ea
118	1000 ea.	FILE POCKETS - 3 1/2" EXPANSION - 8 1/2 X 14 - WILSON JONES #74	.68 ea
119	1500 ea.	FILE POCKETS - 5 1/4" EXPANSION - 8 1/2 X 11 - WILSON JONES #66	.69 ea
120	1000 ea.	FILE POCKETS - 5 1/4" EXPANSION - 8 1/2 X 14 - WILSON JONES #76	.79 ea
121	24 ea.	FILES - INDEXED EXPANDING, ALPHA, 15" X 10" - SMEAD 219	7.07 ea
122	48 ea.	FILES - INDEXED EXPANDING, ALPHA, 12" X 10"- SMEAD 217	5.25 ea
123	36 ea.	FINGER TIPS - RUBBER - SIZES 11 - 14	.06 ea

	LINE	QUANTITY	ITEM	UNIT PRICE
1	1	25 ea.	ACCOUNT BOOK - 150 PGS - LEDGER, JOURNAL OR RECORD - BOORUM & PEASE 67-1/8	11.98 ea
2	~	~	~	
3	2	1000 ea.	ADDING MACHINE TAPE - 2 1/4" WIDE	.225 ea
4	~	~	~	
5	3	100 ea.	ADDING MACHINE TAPE - 3" WIDE	.40 ea
6	~	~	~	
7	4	60 rolls	ADDING MACHINE TAPE - THERMAL CALCULATOR PAPER, LABELON CR-722 *sold in packs of 3	.87 rl*
8	~	~	~	
9	5	48 rolls	ADDING MACHINE TAPE - THERMAL CALCULATOR PAPER, LABELON CR-022 *sold in packs of 3	.47 rl*
10	~	~	~	
11	6	96 ea.	ADHESIVE - GLUE STIK BY DENNISON - .26 OZ.	.29 ea
12	~	~	~	
13	7	24 ea.	ADHESIVE - RUBBER CEMENT - CARTER'S 4 OZ. BOTTLES	.57 ea
14	~	~	~	
15	8	3 ea.	ADHESIVE - RUBBER CEMENT - CARTER'S ONE GALLON CONTAINERS	9.55 ea
16	~	~	~	
17	9	12 ea.	ADHESIVE - RUBBER CEMENT EMPTY PINT JAR W/ APPLICATOR BRUSH	3.83 ea
18	~	~	~	
19	10	6 ea.	ADHESIVE - RUBBER CEMENT THINNER - CARTER'S ONE QUART BOTTLES	2.55 ea
20	~	~	~	
21	11	24 CANS	ADHESIVE - SCOTCH SPRAY MOUNT - 13.5 OZ. - #R8-6065	4.67 ea
22	~	~	~	
23	12	48 ea.	ADHESIVE - SUPER GLUE, ELMERS WONDER BOND PLUS - .10 OZ.	1.44 ea
24	~	~	~	
25	13	48 ea.	ADHESIVE - WHITE GLUE, ELMERS GLUE-ALL, 4 OZ.	.93 ea
26	~	~	~	
27	14	100 ea.	ANALYSIS PADS - 8 1/2 X 11 - SIDE BND. 3 HOLE - 2..14 COLUMNS WJ7200..7214	1.25 ea ea
28	~	~	~	
29	15	100 ea.	ANALYSIS PADS - 8 1/2 X 11 - SIDE BND. 3 HOLE - 2..14 COL W/DESC. WJ7502..14	1.46 ea
30	~	~	~	
31	16	24 ea.	ANALYSIS PADS - 8 1/2 X 11 W/DESCRIPTION - TOP BOUND -WJ G7600 SERIES	1.58 ea
32		~	~	
33	17	30 ea.	ANALYSIS PADS - 8 1/2 X 14 W/DESCRIPTION - TOP BOUND - WJ G7600 SERIES	1.78 ea
34	~	~	~	
35	18	200 ea.	BINDER, 3 RING- 1 1/2".RING - 8 1/2 X 11 - NATIONAL BRAND 67-000 (ASST'D CLRS)	1.68 ea
36	~	~	~	
37	19	200 ea.	BINDER, 3 RING- 1" RING - 8 1/2 X 11 - NATIONAL BRAND 67-000 (ASST'D COLORS)	1.00 ea
38		~	~	
39	20	50 ea.	BINDER, 3 RING- 1" RING - 8 1/2 X 5 1/2 - WILSON JONES B3-198-10B	4.45 ea
40	~	~	~	
41	21	50 ea.	BINDER, 3 RING- 1" RING - 9 1/2 X 6 - WILSON JONES 364-12B	1.99 ea

LINE	QUANTITY	ITEM	UNIT PRICE
22	50 ea.	BINDER, 3 RING- 2" RING - 8 1/2 X 5 1/2 - WILSON JONES B3-198-40B	7.44 ea
23	50 ea.	BINDER, 3 RING- 2" RING - 9 1/2 X 6 - WILSON JONES B3-198-42B	7.44 ea
24	50 ea.	BINDER, 3 RING- 3" RING - 8 1/2 X 11 - NATIONAL E Z D BRAND 79-...	6.68 ea
25	100 ea.	BINDER, 3 RING-3" RING - 8 1/2 X 11 - NATIONAL BRAND 67-...	3.50 ea
26	48 ea.	BINDER, DATA - WILSON JONES 11-9511 VARIOUS COLORS, 9 1/2 X 11"	1.70 ea
27	12 ea.	BINDER, POST - WILSON JONES 241-40N	13.25 ea
28	500 ea.	BINDERS, DATA - WILSON JONES, 14 7/8 X 11, FLEXSTEEL POST WJ11-1411 COLORS	1.70 ea
29	300 ea.	BINDERS, DATA - WILSON JONES, 9 1/2 X 11, FLEXSTEEL POST WJ11-9511 COLORS	1.70 ea
30	12 ea.	BOOK ENDS - METAL - 5"	.80 pr
31	12 ea.	BOOK ENDS - METAL - 9"	3.35 pr
32	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 11 - FOR TYPEWRITER, NU-KOTE NK11 1/2	7.52 bx
33	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 14 - FOR TYPEWRITER, NU-KOTE NK14 1/2	7.98 bx
34	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 11 - PEN & PENCIL, NU-KOTE B6010-11	7.13 bx
35	2 bxs.	CARBON PAPER - BLACK - 8 1/2 X 14 - PEN & PENCIL NU-KOTE B6010-14	7.60 bx
36	8 ea.	CARD FILE BOXES - METAL - 3 X 5 X 3 - GLOBE WEISS #533	3.47 ea
37	5 ea.	CARD FILE BOXES - METAL - 3 X 5 X 6 - GLOBE WEISS #653	4.55 ea
38	5 ea.	CARD FILE BOXES - METAL - 3 X 5 X 8 - GLOBE WEISS #835	9.75 ea
39	5 ea.	CARD FILE BOXES - METAL - 4 X 6 X 4 - GLOBE WEISS #644	5.98 ea
40	5 ea.	CARD FILE BOXES - METAL - 4 X 6 X 6 - GLOBE WEISS #664	7.57 ea
41	3 ea.	CARD FILE BOXES - METAL - 5 X 8 X 4 - GLOBE WEISS #855	7.49 ea

	LINE	QUANTITY	ITEM	UNIT PRICE
83	42	5 ea.	CARD FILE BOXES - METAL - 5 X 8 X 8 - GLOBE WEISS #858	13.14 ea
84	~	~	~	
85	43	24 pkg.	CARD GUIDES - 3 X 5 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-523	1.97 bx/pk
86	~	~	~	
87	44	12 pkg.	CARD GUIDES - 3 X 5 - ALPHA - PLAIN TABS - BUFF - SMEAD G3-525-25	.73 st/pk
88	~	~	~	
89	45	12 pkg.	CARD GUIDES - 3 X 5 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-53-25MC	1.06 st/pk
90	~	~	~	
91	46	12 pkg.	CARD GUIDES - 4 X 6 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-623	2.85 bx/pk
92	~	~	~	
93	47	12 pkg.	CARD GUIDES - 4 X 6 - ALPHA - PLAIN TABS - BUFF - SMEAD G3-625-25	.98 st/pk
94	~	~	~	
95	48	24 pkg.	CARD GUIDES - 4 X 6 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-42-25MC	1.18 st/pk
96	~	~	~	
97	49	10 pkg.	CARD GUIDES - 5 X 8 - 1/3 CUT - PLAIN BLANK TAB - SMEAD G3-823	4.36 bx/pk
98	~	~	~	
99	50	10 pkg.	CARD GUIDES - 5 X 8 - BUFF - ALPHA - VINYL COLORED TABS - SMEAD F2-85-25MC	1.44 st/pk
100	~	~	~	
101	51	10 pkg.	CARD GUIDES-TABULATING - 7 3/8 X 3 1/4 - 1/5 CUT - SMEAD G3-TA25	3.37 bx/pk
102	~	~	~	
103	52	2000 ea.	CARDS - ROLODEX, PLAIN WHITE - 2 1/4 X 4	.006 ea
104	~	~	~	
105	53	1000 ea.	CARDS - ROLODEX, PLAIN WHITE - 3 X 5	.008 ea
106	~	~	~	
107	54	10000 ea	CARDS/INDEX - WHITE RULED/PLAIN - 3 X 5 (1,000/BOX)	2.69 bx
108	~	~	~	
109	55	8000 ea.	CARDS/INDEX - WHITE RULED/PLAIN - 4 X 6 (1,000/BOX)	4.17 bx
110	~	~	~	
111	56	5000 ea.	CARDS/INDEX - WHITE RULED/PLAIN - 5 X 8 (500/BOX)	3.90 bx
112	~	~	~	
113	57	300 ea.	CASSETTE TAPES - SCOTCH #542-60 - 60 MINUTES	1.16 ea
114	~	~	~	
115	58	300 ea.	CASSETTE TAPES - SCOTCH #542-90 - 90 MINUTES	1.39 ea
116	~	~	~	
117	59	200 ea.	CASSETTE TAPES - SCOTCH #543, MICRO, 60 MINUTES	2.92 ea
118	~	~	~	
119	60	5 ea.	CHALK - ANTI-DUST - like CRAYOLA T2-1402	.35 pk
120	~	~	~	
121	61	5 ea.	CHALK ERASERS like WEBER COSTELLO TS-804-526	.98 ea
122	~	~	~	
123	62	4 dzn.	CHINA MARKER BY BEROL, ASSORTED COLORS #164 - 174	3.45 dz

LINE	QUANTITY	ITEM	UNIT PRICE
63	24 ea.	CLIPBOARD - 6 X 9	.75 ea
64	120 ea.	CLIPBOARD - 9 X 12 1/2	.77 ea
65	60 ea.	CLIPBOARD - 9 X 15 1/2	.80 ea
66	24 pkg.	COLUMNAR SHEETS - 9 1/4 X 11 7/8 - WHITE, WJ 10-2..10-FR	8.85 pk
67	12 ea.	COPY HOLDERS - METAL - 7 X 9 1/2 - LIBERTY 76	4.40 ea
68	12 ea.	COPY HOLDERS - METAL - 9 X 14" - WILSON JONES W9B	18.10 ea
69	5 gross	CORRECTION FLUID - LIQUID PAPER	.72 ea
70	3 gross	CORRECTION FLUID - LIQUID PAPER FOR COPIES	.745 ea
71	1 gross	CORRECTION FLUID - LIQUID PAPER ASSORTED COLORS	.745 ea
72	1 gross	CORRECTION FLUID - LIQUID PAPER PEN & INK	.745 ea
73	2 dzn.	CORRECTION FLUID THINNER - LIQUID PAPER	.745 ea
74	12 rolls	CORRECTION TAPE - ADHESIVE - 1/6" WIDE - AVERY CR16	.70 ea
75	12 ea.	DATE STAMP - PULLMAN PD-1	1.40 ea
76	12 ea.	DATE STAMP - PULLMAN PD-2	1.73 ea
77	60 cans	DESK CLEANER - 3M DESK & OFFICE CLEANER	1.80 ea
78	12 ea.	DESK ORGANIZER - STERLING DESKMATE, SMOKE #28890	2.56 ea
79	24 ea.	DESK ORGANIZER - STERLING DESK-MATE II, SMOKE #38890	2.55 ea
80	12 ea.	DESK ORGANIZER - STERLING TOP DRAWER, SMOKE #29990	1.77 ea
81	12 ea.	DESK PADS - 19 X 24 - GREEN, BROWN OR BLACK WITH PADDED CORNERS - GOLD BORDER	4.49 ea
82	36 ea.	DESK TOP ORGANIZER - VERTICAL FILE WITH 6 COMPARTMENTS, BLACK - GW 306	12.50 ea

LINE	QUANTITY	ITEM	UNIT PRICE
83	50 ea.	DESK TRAYS - LEGAL SIZE - STACKABLE - ELDON 1604	5.43 ea
84	100 ea.	DESK TRAYS - LETTER SIZE - STACKABLE - ELDON 1600	1.10 ea
85	60 ea.	EASEL PADS - 27 X 34 - PERFORATED, 50 SHEETS PER PAD	6.47 ea
86	50 ea.	ENVELOPE MOISTENERS - PLASTIC TUBE W/ SPONGE END	.33 ea
87	2000 ea.	ENVELOPES - OFFICIAL SIZE #12 - MANILA - 28 sub. *sold in boxes of 500	.033 ea*
88	1000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 7 1/2 X 10 1/2 *sold in boxes of 500	.038 ea*
89	4000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 10 X 13 *sold in boxes of 250	.044 ea*
90	1000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 11 1/2 X 14 1/2 *sold in boxes of 250	.068 ea*
91	1000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 12 X 15 1/2 *sold in boxes of 250	.079 ea*
92	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 6 X 9 *sold in boxes of 500	.026 ea*
93	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 9 1/2 X 14 1/2 *sold in boxes of 250	.044 ea*
94	2000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 10 X 15 *sold in boxes of 250	.07 ea*
95	10000 ea.	ENVELOPES - SUB. 32 - BUFF - CATALOGUE - 9 X 12 *sold in boxes of 250	.04 ea*
96	24 ea.	ERASERS - EBERHARD FABER PINK PEARL #100	.22 ea
97	24 ea.	ERASERS - FABER-CASTELL - ART GUM	.27 ea
98	24 ea.	ERASERS - FABER-CASTELL - MAGIC RUB	.28 ea
99	2 gross	ERASERS - PENCIL TIP WEDGE	3.60 gross
100	60 ea.	EXPANDING WALLETS - 3 1/2" EXPANDING - 9 1/2 X 11 3/4 - SMEAD 1053E	1.04 ea
101	100 ea.	EXPANDING WALLETS - 3 1/2" EXPANDING - 10 X 15 - SMEAD M6-1056	1.15 ea
102	60 ea.	EXPANDING WALLETS - 5 1/4" EXPANDING - 9 1/2 X 11 3/4 - SMEAD 1073G	1.10 ea
103	500 ea.	FILE FOLDERS - HANGING - BOX BOTTOM - PENDAFLEX F2-4152 X2*sold in boxes of 25	.35 ea*

LINE	QUANTITY	ITEM	UNIT PRICE
124	48 ea.	FINGERTIP MOISTENERS - SORTKWIK #10400 - 1 OZ. (NON-SKID BACK)	.69 ea
125	24 bxs.	INDEX - TABS, FOR HANGING FILE FOLDERS - PLASTIC, PENDAFLEX #42	.49 bx
126	24 ea.	INDEX FOR POST BINDERS - 9 1/4 X 11 7/8 - WILSON JONES 504-40M	3.66 st/ea
127	24 pkgs.	INDEXES - 3 RING 1-31 TABS, 8 1/2" X 11" - AVERY C213-31	2.70 st/pk
128	600 pkgs.	INDEXES - 3-RING INSERTABLE TABS , CLEAR AND COLORED - NATIONAL 23-984 & 985	.31 st/pk
129	48 pkgs.	INDEXES - 3RING ALPHA TABS, 8 1/2 X 11" - WILSON JONES 531-13M	1.36 st/pk
130	400 pkgs.	LABELS - COPIERS & LASER PRINTERS - 2 5/8 X 1" - AVERY 5260	5.12 pk
131	200 pkgs.	LABELS - COPIERS & LASER PRINTERS - 2" X 4" - DENNISON 37-124	4.58 pk
132	600 pkgs.	LABELS - FILE FOLDER - ASSTD. COLORS, DENNISON 43-771....	1.15 pk
133	200 bxs.	LABELS - FOR COMPUTER PRINTERS, 15/16 X 3 1/2 - 1 WIDE - AVERY 4013 5000/BOX	7.98 bx
134	50 bxs.	LABELS - FOR COMPUTER PRINTERS, 15/16 X 3 1/2 - 2 WIDE - AVERY 4030 10000/BOX	17.13 bx
135	100 pkgs.	LABELS - SELF-ADHESIVE - 2 X 4 - DENNISON 43-560	1.54 pk
136	12 bxs.	LEDGER SHEETS - 9 1/2 X 11 7/8 - WHITE OR GREEN - WILSON JONES G10-2...G10-10	8.80 bx
137	24 ea.	LETTER OPENERS - METAL - MEDIUM PRICED	.53 ea
138	48 bxs.	MAP TACKS - ASSTD. COLORS	1.69 bx
139	48 ea.	NOTEBOOKS - NATIONAL KOLOR KRAFT 33-706	1.58 ea
140	48 ea.	PAD HOLDER W/ CLIP - 5 X 8 - HAZEL 535, BLACK, BROWN, BURGUNDY	1.98 ea
141	48 ea.	PAD HOLDER W/ CLIP - LEGAL SIZE - HAZEL 535, BLACK, BROWN, BURGUNDY	3.59 ea
142	72 ea.	PAD HOLDER W/ CLIP - LETTER SIZE - HAZEL 535, BLACK, BROWN, BURGUNDY	2.89 ea
143	500 shts.	PAPER 3R FILLER - 2-# RULED/PLAIN - 8 1/2 X 5 1/2 - NATIONAL L4-14-251	1.98 pk/10
144	500 shts.	PAPER 3R FILLER - 20# RULED/PLAIN - 9 1/2 X 6 - NATIONAL L4-14-261	2.55 pk/10

LINE	QUANTITY	ITEM	UNIT PRICE
145	1000 shts.	PAPER 3R FILLER - WHITE 20# - FAINT RULED OR PLAIN - 8 1/2 X 11" - WJ-L4-2813F	2.54 pk/100
146	500 shts.	PAPER 3R FILLER - WHITE 20# - FAINT RULED OR PLAIN - MTLAR - B&P L4-S312-102	2.60 pk/100
147	48 dzn.	PAPER CLAMPS - BINDER CLIPS - 3/4" - #20	.30 dz
148	72 dzn.	PAPER CLAMPS - BINDER CLIPS - 1 1/4" - #50	.63 dz
149	72 dzn.	PAPER CLAMPS - BINDER CLIPS - 2" - #100	1.86 dz
150	12 dzn.	PAPER CLAMPS - BUTTERFLY - IDEAL LARGE	.29 dz
151	12 dzn.	PAPER CLAMPS - BUTTERFLY - IDEAL SMALL *50/bx, sold box, bid dozen	.12 dz*
152	36 ea.	PAPER CLIP HOLDERS - MAGNETIC	.55 ea
153	100M ea	PAPER CLIPS - #1 GEM - STANDARD	.85 m
154	50M ea.	PAPER CLIPS - GEM JUMBO	2.63 m
155	10 bxs.	PAPER CLIPS, MAGNETIC - BOSTON 2026 - 1 1/4" (18 PER BOX)	11.16 bx
156	10 bxs.	PAPER CLIPS, MAGNETIC - BOSTON 2027 - 2 1/4" (12 PER BOX)	10.08 bx
157	50 bxs.	PAPER FASTENERS - METAL (50/BOX) - #22 ACCO FASTENERS	1.75 bx
158	36 ea.	PAPER PUNCH - 1/2" ONE HOLE TICKET TYPE - like PREMIER 404	.60 ea
159	20 ea.	PAPER PUNCH - 15 SHEETS - ADJUSTABLE 2 - 3 HOLE - MOVABLE HEADS	4.20 ea
160	12 ea.	PAPER SPINDLES	.82 ea
161	10 gross	PAPER-LEGAL RULED PADS - 5 X 8 - WHITE - 100 SHEETS PER PAD/PERFORATED	27.36 gr
162	20 gross	PAPER-LEGAL RULED PADS - 8 1/2 X 14 - WHITE - 100 SHEETS PER PAD/PERFORATED	56.88 gr
163	25 gross	PAPER-LEGAL RULED PADS - 8 1/2 X 11 3/4 - WHITE - 100 SHEETS PER PAD/PERFOR.	47.52 gr
164	2 dzn.	PEN REFILLS - UNIVERSAL - BALL POINT - BLUE, BLACK & RED - MED & FINE POINT	5.16 dz

LINE	QUANTITY	ITEM	UNIT PRICE
165	1 gross	PENCIL - ASSTD. COLORS W/ERASERS, BEROL VERITHIN OR FABER CASTELL	31.68 gr
166	1 gross	PENCIL - AUTOMATIC, PENTEL PRO/AM, P225	266.40 gr
167	1 gross	PENCIL - AUTOMATIC, PENTEL QUICKER-CLICKER, TRANSPARENT BARRELL, 0.5MM	257.76 gr
168	40 gross	PENCIL - BLACK LEAD - BLACKFEET INDIAN PENCIL, ALL GRADES, 12/BOX	5.52 gr
169	72 tubes	PENCIL - ERASER FOR PENTEL P225	.43 tu
170	72 tubes	PENCIL - ERASER FOR PENTEL QUICKER-CLICKER	.52 tu
171	160 tubes	PENCIL - LEAD FOR 0.5mm PENTEL SUPER HI-POLYMER LEADS	.43 tu
172	24 ea.	PENCIL CUPS - PLASTIC - BLACK	1.19 ea
173	12 ea.	PENCIL SHARPENERS - ATTACHABLE BASE - BEROL GIANT AP807	8.29 ea
174	12 ea.	PENCIL SHARPENERS - ELECTRIC - BOSTON 1716	19.12 ea
175	12 ea.	PENCIL SHARPENERS - VACUUM BASE - BOSTON 1069	11.35 ea
176	10 gross	PENS - BEROL F30 - BOLDLINER - ALL COLORS	32.40 gr
177	10 gross	PENS - BEROL F32 - THINLINER - ALL COLORS	32.40 gr
178	6 gross	PENS - BETTER BALL POINT BY PILOT - MEDIUM POINT - BLUE, BLACK	62.64 gr
179	3 gross	PENS - BETTER BALL POINT BY PILOT - FINE POINT - BLUE, BLACK	62.64 gr
180	20 gross	PENS - BIC - FINE POINT - BLACK, BLUE, RED, GREEN	9.84 gr
181	40 gross	PENS - BIC - ROUND STICK - MEDIUM POINT - BLACK, BLUE, RED, GREEN	9.84 gr
182	1 gross	PENS - EXPO DRY ERASE MARKER - ASST. COLORS	97.92 gr
183	1 gross	PENS - EXPO DRY ERASE MARKER - FINE POINT - ASST. COLORS	82.80 gr
184	10 gross	PENS - HI-LITERS - PEN STYLE - YELLOW, GREEN, BLUE, PINK, DENNISON	34.56 gr
185	20 gross	PENS - HI-LITERS - YELLOW, GREEN, BLUE, PINK - DENNISON	29.52 gr

	LINE	QUANTITY	ITEM	UNIT PRICE
370	~	~	~	
371	186	4 gross	PENS - PAPERMATE - WRITE BROS. - MEDIUM BLUE & BLACK	9.96 gr
372	~	~	~	
373	187	4 gross	PENS - PAPERMATE - WRITE BROS. FINE POINT BLUE & BLACK	9.96 gr
374	~	~	~	
375	188	10 gross	PENS - PAPERMATE FLEXGRIP - MEDIUM, FINE POINT - BLACK, BLUE, RED	80.64 gr
376	~	~	~	
377	189	5 gross	PENS - PEN STYLE PERMANENT MARKER - CARTER'S MARK III - ASST. COLORS	52.56 gr
378	~	~	~	
379	190	24 ea.	PENS - STAY-PUT - W.T. ROGERS 21027/21026	1.65 ea
380	~	~	~	
381	200	24 ea.	PENS - STAY-PUT PEN WITH HOLDER - W.T. ROGERS 21036 - BLACK/BLUE	3.08 ea
382	~	~	~	
383	201	6 gross	PENS - WIDE MARKER - CARTER'S MARKS-A-LOT - REGULAR SIZE, ASST. COLORS	35.28 gr
384	~	~	~	
385	202	3 gross	PENS - X-FINE POINT - SANFORD EXPRESSO, BLACK, RED, BLUE	70.56 gr
386	~	~	~	
387	203	6 gross	POST-IT-NOTES - 1 1/2" X 2"	32.40 gr
388	~	~	~	
389	204	10 gross	POST-IT-NOTES - 2" X 3"	55.44 gr
390	~	~	~	
391	205	36 gross	POST-IT-NOTES - 3" X 3"	72.00 gr
392	~	~	~	
393	206	10 gross	POST-IT-NOTES - 3" X 5"	105.84 gr
394	~	~	~	
395	207	100 shts.	POSTER BOARD - 22" X 28" - WHITE	.32 ea
396	~	~	~	
397	208	48 bxs.	PUSH PINS - PLASTIC HEADS - ASSTD. COLORS	.59 bx
398	~	~	~	
399	209	48 bks.	RECEIPT BOOK - TRIPLICATE 4 PER PAGE/200 BOOK - REDIFORM*8L818 (CARBONLESS)	3.90 ea
400	~	~	RED-8L808 ~ *Disc. by mfr.	
401	210	24 ea.	REFERENCE BOOK - WEBSTER'S COLLEGIATE DICTIONARY - 9TH EDITION	12.18 ea
402	~	~	~	
403	211	10 ea.	REFERENCE BOOKS - THESAURUS, ROGET'S II	6.75 ea
404	~	~	~	
405	212	24 bxs.	REINFORCEMENTS - AVERY 5720	2.60 ea
406	~	~	~	
407	213	1000 ea.	REPORT COVERS - 3 DOUBLE TANG FASTENERS - ASSTD. COLORS - DUOTANG 51258	.21 ea
408	~	~	~	
409	214	1000 ea.	REPORT COVERS - DOUBLE INSIDE POCKETS - W/ 3 FASTENERS - DUOTANG 54128	.29 ea
410	~	~	~	

LINE	QUANTITY	ITEM	UNIT PRICE
215	1000 ea.	REPORT COVERS - DOUBLE INSIDE POCKETS - W/O GUSSET - DUOTANG 50125	.175 ea
216	200 ea.	REPORT COVERS - PLASTIC WITH SLIDE-ON SPINE - CLEAR	.15 ea
217	50 ea.	REPORT COVERS - PLASTIC WITH SLIDE-ON SPINE - COLORED	.15 ea
218	50 ea.	REPORT COVERS, 11X8 1/2", END OPENING, VARIOUS COLORS - WILSON JONES 447-27	.98 ea
219	450 ea.	REPORT COVERS, 11X8", SIDE OPENING, VARIOUS COLOR - WILSON JONES 447-13**	.72 ea
220	100 ea.	REPORT COVERS, 14X8 1/2", END OPENING, VARIOUS COLORS - ACCOPRESS 1904	1.25 ea
221	20 bks.	ROLL BOOKS - 10 1/2" X 8 1/4" W/ 150 PAGES - BOORUM & PEASE 1470	17.98 ea
222	12 ea.	ROLODEX CARD FILE - VIP-24	8.98 ea
223	12 ea.	ROLODEX CARD FILE - VIP-35	10.10 ea
224	20 bxs.	RUBBER BANDS - 1# BOX - ASSORTED SIZES	1.36 ea
225	30 bxs.	RUBBER BANDS - 1/4# BOX - ASSORTED SIZES	.38 bx
226	48 ea.	RULERS - 12" - WOOD W/ DOUBLE METAL EDGE	.46 ea
227	48 ea.	RULERS - 15" - WOOD W/ DOUBLE METAL EDGE	.62 ea
228	48 ea.	RULERS - 18" - WOOD W/ DOUBLE METAL EDGE	.70 ea
229	24 ea.	SCALES, PICKETT 331T - ENGINEER'S BEVEL SCALE	3.15 ea
230	24 ea.	SCALES, PICKETT P232 - ENGINEER'S SCALES	2.55 ea
231	100 ea.	SCISSORS - 8" - STRAIGHT - MEDIUM PRICED	2.33 ea
232	2000 ea.	SHEET PROTECTORS - ACETATE - 8 1/2 X 11 - FOR 3-RING BINDERS - C-LINE 00010	.056 ea
233	12 ea.	STAMP PAD INK - 1 1/2 OZ. - ASSTD. COLORS	1.15 ea
234	48 ea.	STAMP PAD INKER - ROLL-ON - SANFORD 587 - BLACK AND RED	.97 ea
235	48 ea.	STAMP PADS - SANFORD #1 - BLACK AND RED	1.00 ea

LINE	QUANTITY	ITEM	UNIT PRICE
236	12 ea.	STAMP PADS - SANFORD #2 - BLACK AND RED	1.56 ea
237	148 ea.	STAPLE REMOVER - ACE 600	.27 ea
238	12 ea.	STAPLERS - CLIPPER TYPE - ACE #702	13.90 ea
239	100 ea.	STAPLERS - DESK, STANDARD, BLACK - BOSTITCH B660	3.15 ea
240	300 bxs.	STAPLES - STANDARD - FOR DESK STAPLERS	.45 bx
241	60 bxs.	STAPLES - UNDULATED - ACE #700	1.73 bx
242	12 gross	STENO NOTEBOOKS - SPIRAL BOUND - WILSON JONES 1115W	.43 bx
243	2 gross	STORAGE BOXES - LIBERTY #11 - 12 PER CARTON	3.44 ea 495.36 gr
244	2 gross	STORAGE BOXES - LIBERTY #12 - 12 PER CARTON	3.84 ea 552.96 gr
245	48 ea.	STORAGE BOXES - LIBERTY #18 - 12 PER CARTON	4.18 ea 601.92 gr
246	36 bxs.	TABBING, STRIP - 1/2" SELF ADHESIVE 6" STRIPS, ASST'D COLORS - AIGNER OR AICO	.80 bx
247	36 bxs.	TABBING, STRIP - 3/8" SELF ADHESIVE 6" STRIPS, ASST'D COLORS - AIGNER OR AICO	.80 bx
248	48 rolls	TAPE - 202 SCOTCH MASKING - 1" X 60 YDS.	3.35 rl
249	72 rolls	TAPE - 202 SCOTCH MASKING - 2" X 60 YDS.	6.70 rl
250	72 rolls	TAPE - 230 SCOTCH DRAFTING - 1" X 60 YDS.	2.66 rl
251	72 rolls	TAPE - 230 SCOTCH DRAFTING - 3/4" X 60 YDS.	2.18 rl
252	72 rolls	TAPE - 3750 SCOTCH PACKAGING - 2" X 60 YDS. - CLEAR	2.44 rl
253	200 rolls	TAPE - 810 SCOTCH "BRAND MAGIC" - 1/2" X 1296"	.98 rl
254	72 rolls	TAPE - 810 SCOTCH "BRAND MAGIC" - 3/4" X 2592"	2.27 rl
255	600 rolls	TAPE - 810 SCOTCH "BRAND MAGIG" - 3/4" X 1296"	1.30 rl

	LINE	QUANTITY	ITEM	UNIT PRICE
493	256	48 rolls	TAPE - 898 SCOTCH FILAMENT - 3/4" X 60 YDS.	3.26 rl
494	~	~	~	
495	257	1 roll	TAPE - ADHESIVE BACKED MAGNETIC TAPE - 1/2" WIDE (100 FT PER ROLL)	30.00 rl
496	~	~	~	
497	258	24 pkgs.	TAPE - DYMO LABELING TAPE - 1/4" - ASSTD. COLORS	.48 rl
498	~	~	~	
499	259	48 pkgs.	TAPE - DYMO LABELING TAPE - 1/2" - ASSTD. COLORS	.48 rl
500	~	~	~	
501	260	24 pkgs.	TAPE - DYMO LABELING TAPE - 3/8" - ASSTD. COLORS	.48 rl
502	~	~	~	
503	261	6 ea.	TAPE DISPENSERS - 3" CORE - FOR TAPE 1" X 2592 - SCOTCH C25	.92 ea
504	~	~	~	
505	262	8 ea.	TAPE DISPENSERS - FOR TAPE 3/4" X 1296 - SCOTCH C40	3.84 ea
506	~	~	~	
507	263	48 ea.	TAPE DISPENSERS - HAND HELD - 1/2" - SCOTCH H-126	.33 ea
508	~	~	~	
509	264	96 ea.	TAPE DISPENSERS - HAND HELD - 3/4" - SCOTCH H-127	.33 ea
510	~	~	~	
511	265	200 bks.	TELEPHONE MESSAGE BOOKS, DUPLICATE COPIES - AIGNER 50-076 - 400 SETS/BOOK	2.65 ea
512	~	~	~	
513	266	20 gross	TELEPHONE MESSAGE PADS, "WHILE YOU WERE OUT" 50/pad - AMPAD 23-000	13.68 gr
514	~	~	~	
515	267	300 ea.	TELEPHONE TWISSTOP - IVORY AND BROWN	3.40 ea
516	~	~	~	
517	268	48 bxs.	THUMB TACKS - NON-RUSTING METAL - LARGE (100/BOX)	.34 ea
518	~	~	~	
519	269	72 ea.	VERTICAL FILE - ELDON ADD-A-FILE SYSTEM #1601	1.48 ea
520	~	~	~	
521	270	24 ea.	WASTEBASKETS - 12 1/4" - HEAVY DUTY RUBBER - RUBBERMAID 2955	1.65 ea
522	~	~	~	
523	271	36 ea.	WASTEBASKETS - 15" - HEAVY DUTY RUBBER - RUBBERMAID 2956	1.83 ea

CITY OF FORT WAYNE
OFFICE SUPPLIES REQUIREMENTS

THE CITY OF FORT WAYNE, INDIANA, IS REQUESTING BIDS FOR THE PURCHASE OF OFFICE SUPPLIES FOR ALL CITY DEPARTMENTS THROUGH THE OFFICE SERVICE DEPARTMENT.

PRICES BID MUST BE EXACT AND HELD FIRM THROUGH THE TERM OF THE AGREEMENT. THERE SHALL BE NO ADDITIONAL CHARGES FOR DELIVERY, HANDLING OR ANY OTHER MISC FEES.

THE ANNUAL REQUIREMENTS FOR THESE SUPPLIES ARE ESTIMATED ONLY. ACTUAL QUANTITIES PURCHASED MAY BE MORE OR LESS. A BLANKET PURCHASE ORDER WILL BE ESTABLISHED WITH THE AWARDED VENDOR(S). SUPPLIES WILL BE PURCHASED ON AN AS NEEDED BASIS.

TERM OF AGREEMENT: FROM TIME OF AWARD THRU 12-31-91

FOB: FORT WAYNE

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we
Pence-Dickens & Heeter, Inc.
1906 E. McKinley Highway, Mishawaka, IN 46545
as Principal, hereinafter called the Principal, and THE CINCINNATI INSURANCE COMPANY

a corporation duly organized under the laws of the State of Ohio
as Surety, hereinafter called the Surety, are held and firmly bound unto
Department of Purchasing, City of Fort Wayne
Allen County, One Main St., Room 350, Fort Wayne, IN

as Obligee, hereinafter called the Obligee, in the sum of

ONE THOUSAND AND 00/100

Dollars ($ 1,000.00),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for

Office Furniture - 1991
and Supplies

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 15th day of February 19 91

(Witness)

PENCE-DICKENS & HEETER, INC.
(Principal) (Seal)
William J. Beck, (Title) Treasurer

(Witness)

THE CINCINNATI INSURANCE COMPANY
(Surety) (Seal)
By: J. Don Crews (Title) Attorney-in-fact

THE CINCINNATI INSURANCE COMPANY

Cincinnati, Ohio

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That THE CINCINNATI INSURANCE COMPANY, a corporation organized under the laws of the State of Ohio, and having its principal office in the City of Fairfield, Ohio, does hereby constitute and appoint

David D. Gibson; J. Don Crews; Gregory S. Downes; Sandra K. Wallace;
Barbara E. Pearson; Connie S. Kendall; Dorothy H. Neilson and/or Madelyn M. Collins

of Plymouth, Indiana its true and lawful Attorney(s)-in-Fact to sign, execute, seal and deliver on its behalf as Surety, and as its act and deed, any and all bonds, policies, undertakings, or other like instruments, as follows:

Any such obligations in the United States, up to
Ten Million and No/100 Dollars ($10,000,000.00).

This appointment is made under and by authority of the following resolution passed by the Board of Directors of said Company at a meeting held in the principal office of the Company, a quorum being present and voting, on the 6th day of December, 1958, which resolution is still in effect:

"RESOLVED, that the President or any Vice President be hereby authorized, and empowered to appoint Attorneys-in-Fact of the Company to execute any and all bonds, policies, undertakings, or other like instruments on behalf of the Corporation, and may authorize any officer or any such Attorney-in-Fact to affix the corporate seal; and may with or without cause modify or revoke any such appointment or authority. Any such writings so executed by such Attorneys-in-Fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company."

This Power of Attorney is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of the Company at a meeting duly called and held on the 7th day of December, 1973.

"RESOLVED, that the signature of the President or a Vice President and the seal of the Company may be affixed by facsimile on any power of attorney granted, and the signature of the Secretary and Treasurer and the seal of the Company may be affixed by facsimile to any certificate of any such power and any such power of certificate bearing such facsimile signature and seal shall be valid and binding on the Company. Any such power so executed and sealed and certified by certificate so executed and sealed shall, with respect to any bond or undertaking to which it is attached, continue to be valid and binding on the Company."

IN WITNESS WHEREOF, THE CINCINNATI INSURANCE COMPANY has caused these presents to be sealed with its corporate seal, duly attested by its Senior Vice President this 14th day of June, 1989.

The Cincinnati Insurance Company CORPORATE SEAL OHIO

THE CINCINNATI INSURANCE COMPANY

Daniel J. McCarthy

Senior Vice President

STATE OF OHIO) ss:
COUNTY OF)

On this 14th day of June, 1989, before me came the above-named Senior Vice President of THE CINCINNATI INSURANCE COMPANY, to me personally known to be the officer described herein, and acknowledged that the seal affixed to the preceding instrument is the corporate seal of said Company and the corporate seal and the signature of the officer were duly affixed and subscribed to said instrument by the authority and direction of said corporation.

Henry G. Berlon

HENRY G. BERLON, Attorney At Law
Notary Public State of Ohio
My commission has no expiration date.
Section 147.03 R. C.

I, the undersigned Secretary and Treasurer of THE CINCINNATI INSURANCE COMPANY, hereby certify that the above is a true and correct copy of the Original Power of Attorney issued by said Company, and do hereby further certify that the said Power of Attorney is still in full force and effect.

GIVEN under my hand and seal of said Company at Fairfield, Ohio.
this 15th day of February 1991.

The Cincinnati Insurance Company CORPORATE SEAL OHIO

Robert J. Dunham

Secretary and Treasurer

BN-1005 (6/89)

Prescribed by State Board of Accounts A.E. Boyce Co., Inc, Muncie, IN 1241 Form No. 95 (Revised 1987)

BID, OFFER OR PROPOSAL FOR SALE OR LEASE OF MATERIALS

(Defined at I.C. 36-1-2-9.5)
(Please type or print)

Date: February 20, 1991

1. Governmental Unit: City of Fort Wayne
2. County: Allen
3. Bidder (Firm): Pence-Dickens & Heeter, Inc.
   Address: 1906 East McKinley Highway
   City/State: Mishawaka, IN 46545
4. Telephone Number: 219-256-2000
5. Agent of Bidder (if applicable): _____

Pursuant to notices given, the undersigned offers bid(s) to City of Fort Wayne (Governmental Unit) in accordance with the following attachment(s) which specify the class or item number or description, quantity, unit, unit price and total amount.

The contract will be awarded by classes or items, in accordance with specifications. Any changes or alterations in the items specified will render such bid void as to that class or item. Bidder promises that he has not offered nor received a less price than the price stated in his bid for the materials included in said bid. Bidder further agrees that he will not withdraw his bid from the office in which it is filed. A certified check or bond shall be filed with each bid if required, and liability for breach shall be enforceable upon the contract, the bond or certified check or both as the case may be.

Signature of Bidder or Agent

BID OFFER OR PROPOSAL

Attach separate sheet listing each item bid based on specifications published by governing body. Following is an example of the bid format:

Class or Item	Quantity	Unit	Description	Unit Price	Amount

NON-COLLUSION AFFIDAVIT

STATE OF INDIANA)
Allen COUNTY) ss:

The undersigned bidder or agent, being duly sworn on oath, says that he has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to induce anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

He further says that no person or persons, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee, gift, commission or thing of value on account of such sale.

Pence-Dickens & Heeter, Inc.
Bidder (Firm)

Signature of Bidder or Agent

Subscribed and sworn to before me this 20th day of February, 1991.

My commission Expires: MY COMMISSION EXPIRES: 7-1-94
County of Residence: COUNTY OF RESIDENCE: ST. JOSEPH

Notary Public
MARY A. MOORE
NOTARY PUBLIC

ACCEPTANCE

There now being sufficient unobligated appropriated funds available, the contracting authority of _____ (Governmental Unit) hereby accepts the terms of the attached bid for classes or items numbered _____ and promises to pay the undersigned bidder upon delivery the price quoted for the materials stipulated in said bid.

Contracting Authority Members: Date: _____

_____ _____

_____ _____

_____ _____

Read the first time in full and on motion by Burns, seconded by Long, and duly adopted, read the second time by title and referred to the Committee on City Utilities (and the City Plan Commission for recommendation) and Public Hearing to be held after due legal notice, at the Council Conference Room 128, City-County Building, Fort Wayne, Indiana, on _____, the _____, day of _____, 19____, at _____ o'clock ____.M.,E.S.T.

DATED: 3-12-91.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Read the third time in full and on motion by Burns, seconded by Redd, and duly adopted, placed on its passage. PASSED ~~LOST~~ by the following vote:

	AYES	NAYS	ABSTAINED	ABSENT
TOTAL VOTES	8			1
BRADBURY	✓			
BURNS	✓			
EDMONDS	✓			
GiaQUINTA				✓
HENRY	✓			
LONG	✓			
REDD	✓			
SCHMIDT	✓			
TALARICO	✓			

DATED: 3-26-91.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Passed and adopted by the Common Council of the City of Fort Wayne, Indiana, as ~~(ANNEXATION)~~ ~~(APPROPRIATION)~~ (GENERAL) (SPECIAL) (ZONING MAP) ORDINANCE RESOLUTION NO. S-77-91

on the 26th day of March, 1991,

ATTEST: Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

SEAL
Samuel J. Talarico
PRESIDING OFFICER

Presented by me to the Mayor of the City of Fort Wayne, Indiana, on the 27th day of March, 1991, at the hour of 1:30 o'clock P.M.,E.S.T.

Sandra E. Kennedy
SANDRA E. KENNEDY, CITY CLERK

Approved and signed by me this 28th day of March, 1991, at the hour of 10:20 o'clock P.M.,E.S.T.

PAUL HELMKE, MAYOR

DIGEST SHEET

TITLE OF ORDINANCE: Special

DEPARTMENT REQUESTING ORDINANCE: Purchasing

SYNOPSIS OF ORDINANCE: An ordinance approving the award of Ref. No. 5000 for office supplies for the City of Fort Wayne through the Office Services Department for 1991. The cost reflects the lowest and most responsive of five (5) vendors.

IF NOT LOWEST, WHO WAS AND WHY WERE THEY NOT AWARDED:

EFFECT OF PASSAGE: Purchase of office supplies for 1991.

IF REPLACEMENT, WHAT NECESSITATES:

EFFECT OF NON-PASSAGE: Will not be able to purchase office supplies in a timely and efficient manner.

1-91-03-20

PRIOR APPROVAL REQUESTED:

MONIES INVOLVED: P D H Inc $54,680.83 +/-

PRICE AGREEMENT: Yes

PURCHASE ORDER:

ACCOUNT INFORMATION: Office Services 701-950-A154-4219

PRIOR APPROVAL: DATE:
(IF APPLICABLE)

BILL NO. S-91-03-20

REPORT OF THE COMMITTEE ON CITY UTILITIES

PAUL M. BURNS, CHAIRMAN
CHARLES B. REDD, VICE CHAIRMAN
EDMONDS, LONG, SCHMIDT

WE, YOUR COMMITTEE ON CITY UTILITIES TO WHOM WAS

REFERRED AN (ORDINANCE) ~~(RESOLUTION)~~ approving the awarding of Reference #5000 by the City of Fort Wayne, Indiana, by and through its Department of Purchasing and PENCE-DICKENS & HEETER, INC. (SHREX) for the Office Services Department

HAVE HAD SAID (ORDINANCE) ~~(RESOLUTION)~~ UNDER CONSIDERATION AND BEG LEAVE TO REPORT BACK TO THE COMMON COUNCIL THAT SAID (ORDINANCE) ~~(RESOLUTION)~~

DO PASS	DO NOT PASS	ABSTAIN	NO REC

DATED: 3-26-91.

Sandra E. Kennedy
City Clerk